Blyth Primary School
Small School-Unlimited Opportunities

Est 1878

Proudly celebrating 125 years of public education in 2003.

Blyth Primary School students on the playground built to mark the school’s 125th celebrations in 2003.

Parent Information Booklet
Welcome to Blyth Primary School.

The “school years” of your child’s life will be important and memorable so we hope that your time with the school is happy and industrious. We also hope that your involvement within the school supports your child’s learning.

The information contained within this book is to introduce you to the school and procedures at the school. If you have any queries regarding your child at school please contact us.

Blyth Primary School
August Street
Blyth SA 5462

Postal: Box 18, Blyth SA 5462
Phone: 08/8844 5195
Fax: 08/8844 5021
Email: principal@blythps.sa.edu
Web: www.blythps.sa.edu.au
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### ADDITIONAL POLICIES (Refer to the back of this booklet)
- ATTENDANCE POLICY
- TRANSITION POLICY
- CODES OF CONDUCT
- DECISION MAKING POLICY
- GROUPS INVOLVED IN DECISION MAKING
- GRIEVANCE PROCEDURE
- SUN PROTECTION
SCHOOL PERSONNEL 2012
Dzintra Richards (Principal), Gabrielle Silvester, Jillian D'Cruze, Cheryl Pyrke, Judy Goss and Kate Harvey (Teachers), Heather Hancock, Shirley Jenner and Sally Rolstone (School Services Officers), Wayne Lee (Groundsperson), Mignon Ottens (Christian Pastoral Care Support Worker) and Deb Tobin (OSHC Director).

COMMITTEES 2012

SCHOOL COUNCIL MEMBERS
Gavin McElroy (Chairperson), Greg Toholke (Vice-Chairperson), Sarina King (Secretary), Andrew Clarke (Treasurer).
Staff Rep: Kate Harvey  Principal: Dzintra Richards
To serve one year:
Charmain Angel (Parent Club Rep), Andrew Clarke, Phillip Bigg, Sarina King, Greg Toholke

To serve two years:
Cherie Stirling, Gavin McElroy, Brad Kennett, Brett Bertelsmeier, Scott Welke

PARENT CLUB MEMBERS
Charmain Angel (President), Kathryn Clarke (Vice President), Tamara Pyrke (Secretary), Kylie Williams (Treasurer),
Committee: Kathryn Clarke, Fiona Walkley

FINANCE COMMITTEE MEMBERS
D. Richards (Principal), Heather Hancock (Administrator), Andrew Clarke (Treasurer) Gavin McElroy (Governing Council), Kylie Williams & Sam Jacka (Parent Club).

GROUNDs COMMITTEE MEMBERS
D. Richards (Principal), Phillip Bigg (Convenor), Greg Toholke (School Council), Kathryn Clarke (Parent Club).

OSHC COMMITTEE
Dzintra Richards (Principal), Deb Tobin (OSHC Director), Cherie Stirling (Governning Council), Tamara Pyrke (Parent Club) and Heather Hancock/ Sally Rolstone (Administrator).

MANAGEMENT COMMITTEE
Greg Toholke

SEAL HOLDER

SRC
Shelby Toholke (Chairperson), Jasmin McElroy (Vice-Chairperson), Brayden Eime (Secretary), Tara Walkley (Treasurer)
• **ABSENCES**
  Children over 6 years and under 16 who reside within 5 km of school or school bus are expected to attend school. Absences should be accompanied by a school supplied note of explanation. Known prolonged or recurrent absences should only occur after exemption is sought from the Principal. *Refer ATTENDANCE POLICY at the end of this booklet.*

<table>
<thead>
<tr>
<th>BLYTH PRIMARY SCHOOL</th>
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<tbody>
<tr>
<td>STUDENT ABSENCE NOTIFICATION FORM</td>
</tr>
</tbody>
</table>

Name of Student………………………………………..

Class:……………Teacher:……………………………..

Date/s of Absence:………………………………………

Reason for Absence:
  Family Reason-
  Illness-
  Other-

Please give details…………………………………………

………………………………………………………………

• **ADMISSION**
  Children to be admitted at the start of the term following their 5th birthday. These children will spend all of their first year in Reception (as per DECS "Early Years of School" policy). Children commencing school at age 5 will be required at school for 4 out of 5 days for a negotiable period of 6 weeks. J.P. teacher will carry out transition work. Children enrolling in Term 4 will generally spend 5 Terms in Reception. Those enrolling in Term 3 will generally spend 6 terms in Reception. Negotiation is available for gifted students and departmental policy is available on this issue. *Refer TRANSITION POLICY at the end of this booklet.*

• **ASSEMBLY**
  On Friday afternoons at 3:00pm there is a student assembly, providing information on weekly activities. A community assembly is held generally three times a year, when an open invitation to attend is extended to the local community and all school families. Children get the chance to share with others the work they have done. The Principal gives out awards to students, acknowledging their learning achievements.
• **ASSESSMENT**
  Assessment is ongoing. Parent interviews are formally offered in Term 1 and further interviews can be requested by parents at any time. A full written report will be sent home in Week 10 of Term 2 and Term 4. Records of children’s progress are kept on file in the office.

• **BANK**
  Bank SA and Commonwealth banking occurs each Thursday. Accounts are to be set up by the parents directly at the bank. This is an optional activity.

• **BEHAVIOUR MANAGEMENT at Blyth Primary School**
  Open, honest and respectful communication between the school and family supports student learning and development in the area of behaviour. We believe working together as a team is in the best interests of the child. While we have non-violent consequences that follow inappropriate behavioural choices, our clear emphasis is on teaching, supporting and encouraging children to self manage their own behaviour.

  Some proactive strategies in supporting students in their learning around behaviour include:
  - Teachers being aware of their duty of care, and utilising sound communication and problem solving skills as issues arise
  - Teachers being trained in mandatory notification and basic casualty care
  - Our active Student Council who negotiate a *School Code of Conduct* with all students and staff
  - Student opportunities to develop responsibility through various roles within the school
  - Teachers being on duty at play times (8.30am until 4.00pm)
  - Governing Council offering "home visits" to new families.
  - Weekly student assemblies to inform students of up and coming events and acknowledge birthdays
  - Consistent uniform policy
  - Our regular assemblies and community events including the school concert
  - Student awards for positive achievement
  - Class news being reported in the fortnightly newsletter
  - Success Recess for those students who make appropriate behavioural choices throughout the week.
  - We are involved in community activities including a grasslands project.
  - High level participation in a range of school activities
**Codes of Conduct**

We want Blyth Primary to be a school where we play by the rules and we are tolerant of others. Therefore as a Blyth Primary School student, I will protect my right and the rights of others, to learn and the teacher’s right to teach by supporting our school Code of Cooperation.

This means I will:

- act in a respectful, friendly, well behaved way towards other people.
- help make Blyth Primary a fun place to be by my welcoming, happy, helpful and caring attitude.
- manage my own behaviour; being as nice a person as I can, using my manners, sharing and being good to others.
- try to learn as best I can

**Consequences**

- Time Out of the Yard or Class (10 minutes) or Natural Consequence
- 20 minutes Office Time Out with work after 2 Time Outs ie on the third Time Out automatic Office Time Out. Behaviour note to be sent home. Following a re-entry meeting between the teacher, student and principal, an agreement will be documented stating how the student can be successful as part of the class group. A copy of the agreement is to be sent to the parents.
- Suspension from yard or class activities will automatically follow a 20-minute Office Time Out. Re-entry is dependent upon the completion of specified outcomes. The teacher, student and principal meet to discuss behavioural concerns and document a Behavioural contract. Parents are sent a letter.

A Parent Meeting can be convened at any or each stage of this process, and initiated by any party.

Students will return to the initial step of the process when a Behavioural Contract has been successfully achieved.

*Refer CODES OF CONDUCT POLICY at the end of this booklet.*

- **BELL TIMES**
  - 9.00 am Start day
  - 11.00 am Recess
  - 11.20 am End recess
  - 1.00 pm Lunch
  - 1.10 pm Complete eating lunch
  - 1.40 pm End lunch
  - 3.30 pm End of day

- **BIKES**
  Bikes will be stored in bike rack. Children are not to ride bikes within the school grounds. Children are not to play near bike racks. Children must wear helmets.
• **BUS**
  One bus serves the school. The Blyth bus is owned and run by Fidges of Clare and administered by Clare Schools. If you wish to use the bus service please contact the Principal for further information.

• **CAMPS**
  Whole school camps are held biannually (odd years) with excursions conducted on the alternate years. Year 7 students are offered the opportunity to attend a Careers Camp in Adelaide and join in with students from other small schools for a Canberra Camp in Term 4.

• **CHRISTIAN PASTORAL SUPPORT WORKER (CHAPLAIN)**
  The School currently has a Chaplain for 5 hours per week. The Chaplain works with children and staff to promote wellbeing and may be contacted at the school.

• **COMMUNITY INVOLVEMENT**
  Our students will become involved in certain community activities, which may include:
  - KESAB
  - Red Cross
  - Tree planting and other environmental activities
  - State wide events
  - Grasslands

• **CONCERT**
  A school concert will be held each year with Governing Council and Parent Club helping with organisation.

• **CONTAGIOUS DISEASES**
  Sometimes children contract infectious diseases. Included are the DECS instructions as to the period of isolation required in each situation.

<table>
<thead>
<tr>
<th><strong>GENERAL INFECTIOUS DISEASES</strong></th>
</tr>
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<tbody>
<tr>
<td>♦ <strong>Chicken Pox, Mumps, Rubella (German Measles)</strong></td>
</tr>
<tr>
<td>Exclude till fully recovered. (In Chicken Pox, some remaining scabs are not an indication for continued exclusion).</td>
</tr>
<tr>
<td>♦ <strong>Measles</strong></td>
</tr>
<tr>
<td>Should be excluded for at least seven days from the appearance of rash or until a medical certificate of recovery is produced.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>COMMON LOCAL DISEASES AFFECTING SKIN, HAIR AND EYES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ <strong>Ringworm, Scabies, Lice</strong></td>
</tr>
<tr>
<td>Exclude until appropriate treatment has commenced.</td>
</tr>
<tr>
<td>♦ <strong>Conjunctivitis</strong></td>
</tr>
<tr>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>♦ <strong>School Sores</strong></td>
</tr>
<tr>
<td>Exclude until sores have fully healed.</td>
</tr>
<tr>
<td>♦ <strong>Headlice</strong></td>
</tr>
<tr>
<td>Headlice and nits are conditions which are often found in schools and anyone can have them. If you discover headlice or nits on a child the child is to be removed from the class, parents notified and the child treated with KP 24 lotion (or similar) as required. Only after treatment is the child to be re-admitted to school. (Pamphlets available at the office.) Government assisted students may claim reimbursement.</td>
</tr>
</tbody>
</table>
• **CRISIS MANAGEMENT**
  In the event of a crisis such as bushfire or earthquake the school has a set procedure to follow. Evacuation from the classrooms to either the stone building or the small oval will occur in the first stage.
  If further evacuation to a community safe haven occurs this will be at police request.
  Children will be supervised until collected by parents. In these situations parents need to notify staff if students are collected from school.
  The operation of the school bus will be determined by the situation. To assist us in the event of a crisis, a roll will be marked prior to students leaving school. This will enable staff to more accurately account for bus passengers.

• **DECISION MAKING POLICY**
  Please refer to Decision Making Policy at the end of this booklet.

• **DENTAL TREATMENT**
  Regular Dental Health checks occur at the Dental Clinic in Clare. They may be contacted by telephoning 8842 2288.

• **DRUGS**
  The school has a responsibility to ensure drug abuse does not occur within the school grounds, including at school camps and excursions or on school buses.
  If illegal drugs are found at the school the following procedure will be adopted:

**Drug confiscated and forwarded to appropriate authority.**
**Principal, parent and police to be notified and referral to appropriate advisory services as deemed necessary.**
**Suspension will be forthcoming until specialised advisory services indicate that students’ presence at school will not prejudice welfare or interests of other students.**

• **END OF TERM**
  Dismissal is at 2.30 pm at the end of each term. Governing Council approved.

• **FEES: MATERIALS AND SERVICES CHARGE**
  A Materials and Service charge is set by the Governing Council each year. Payment is due early in the year with parents being able to negotiate payment by instalments as negotiated. School card is available on application if criteria are met.

• **GOVERNING COUNCIL - ROLE STATEMENT**
  The Governing Council is the main Parent body at the school and under the Local Management scheme will
  ♦ Be comprised of a minimum of 14 members

  ➢ 12 Parent representatives
  ➢ 1 staff representative
  ➢ Principal

  ♦ Election of representatives will occur in February. Office bearers are elected at the first meeting of the year directly following the Annual General Meeting.

  ▪ The office bearers will be Chairperson, Vice Chairperson, Secretary, Treasurer.
  ▪ Half of the Governing Council will be elected each year (as near practical) and representatives will be elected for two years.

  ♦ Meet monthly on the third Monday.
  ♦ Be responsible for joint decision-making regarding the operation of the school.
Follow the constitution as developed.
Will have four committees who will meet, report and make recommendations to the Governing Council.

- **FINANCE**
  - This will consist of 5 members - Principal, School Finance Officer, three parent representatives, at least one being from the Governing Council and one from Parent Club.
  - Their role will be to advise and make recommendations to the Governing Council about the financial management of the school.
  - They will meet at least once per term.

- **GROUNDS**
  - This committee will consist of 5 members - Principal and 4 parent representatives of which at least one is a Governing Council Member and at least one is a Parent Club member.
  - Their role will be to advise and make recommendations to the Governing Council about the asset management of the School.
  - They will meet at least once per term.

- **PARENT CLUB**
  - Membership shall be open to any parents/caregivers of students attending the Blyth Primary School.
  - Their role will be to advise and make recommendations to the Governing Council about issues such as:
    - School uniform
    - School concert
    - School photos
    - Other issues relating to the Parents of the Blyth School Community.
  - The Blyth School Parent Club will;
    - Assist in raising funds for the needs of the school and students.
    - Provide for the welfare of the students.
    - Organize Tuck Days
    - Organize books for school leavers.

- **GOVERNMENT ASSISTANCE**
  Government assistance is available to families who have difficulty in paying school fees. The criteria for those seeking assistance varies each year. There is a form for income assessment and another form for Hardship. Please inquire at the Front Office or make an appointment to speak with the Principal or Administrator.

- **GRASSLANDS**
  The school has taken on responsibility for overseeing an area of land at the golf course, which is being allowed to develop as a native grassland area. Grasslands are the most threatened habitat in Australia. Children visit on a regular basis.

- **HAT POLICY**
  The school has a policy that the wearing of hats is compulsory all year round. The school has navy wide brimmed hats for sale.
• **HOMEWORK**
  Homework will not be set every night. A diary may be used to record homework.
  A guide of homework expectations:
  R/Yr1- students are generally expected to read frequently, preferably daily, and practise their sight words.
  Yr 2-4 students are generally allocated 3 x 20 minute homework sessions per week, plus reading.
  Yr 5-6 students are generally allocated 3 x 30 minute homework sessions per week plus reading.
  Yr 7 students are generally allocated 3 x 40 minute homework sessions per week plus reading. Year 7 students may receive homework assignments on a regular basis in the latter part of the year.

• **ILLNESS OF CHILDREN**
  If a child is absent due to illness a note is required at the school. If the child becomes ill at school then the parents are notified and the child is put in parental care. While waiting to be collected the child may be placed in a suitable comfortable position.

**INSURANCE**
Notification of availability of Hibernian, C.G.A., etc child insurance is distributed as it arrives.

• **LIBRARY**
The Community Library is located in the Blyth Community Hall, Harley Street, Blyth. It is opened with an operator 2-5pm each Friday. The School Library is available for student and staff use.

• **LOST PROPERTY**
Lost property is collected by each classroom. To assist with the return of property, please label all your child’s belongings, especially clothing.

• **LUNCHES**
Hot lunch facilities are provided throughout the year for food either wrapped in foil or gladwrap. Classes decide where they will eat lunch (10 minutes).
Tuck Days are held twice a term.

• **MEDICATION**
If children are required to take medication while at school the medication must be sent in the correct bottle or packaging with the dosage amount to be taken clearly labelled.

• **MEET THE TEACHERS NIGHTS**
At the beginning of the year Parents are invited to an “Information Night”. This is an opportunity to visit the classrooms, learn first hand what the routines of the school day are and what your child will be learning.
• **MUSIC**
Private music instruction occurs when teachers are available and the facilities at the school may be hired. Departmental instruction is available through the District Office in Clare for some instruments.

• **NEWSLETTERS**
Newsletters will go to all parents’ fortnightly and any relevant information sent out as necessary.

• **OUT OF HOURS CARE**
An Out of Schools Hours Care service is provided after school during term time. It commences at 3.45pm and finishes at 6.00pm. Enrolment packs for OSHC are available at the school. Bookings can be made by phoning the school.

• **OUT OF HOURS USE**
The School grounds are able to be hired outside of normal School hours with Principal and Governing Council permission. Use of the tennis court is encouraged, as community money assisted in the funding of the resurface. After dark the school grounds are out of bounds. There is a designated community thoroughfare on the footpath in the road-closed area. Students using facilities need a parent to accompany them.

• **PARENT INVOLVEMENT**
The school encourages parents to become involved with Parent Club or the Governing Council. Teachers also welcome help from Parents in the classroom with prior arrangement.

• **PHOTOGRAPHS**
Each year class and individual photographs will be taken and available for sale to parents as required. The company used will be decided by the Parent Club.

• **POLICIES**
For further information on all policies ask at the front office or refer to the Polices and Procedures Folder in the Governing Council book shelf in the Staffroom.

• **PUPIL FREE DAYS**
The Governing Council grant one school closure and two pupil free days each year to enable staff to undertake professional development. In 2012 schools have been granted two additional Pupil Free Days for teacher planning and familiarisation with the Australian Curriculum.

• **RELIGIOUS EDUCATION**
A seminar is held at the school each term or as organised by the Minister’s fraternal. This activity is optional.

• **SMOKING**
If children are caught smoking at school, Principal and parents to be notified and cigarettes confiscated. The school is a non-smoking area.

• **SPEECH THERAPIST**
A speech therapist based at the Regional Office is available to conduct assessments and provide advice to parents and schools.
• **SPORTS DAY/SPORT**
  A Combined Mid North Sports Day is held each year and is organised by the small schools - Brinkworth, Koolunga, Spalding, Booborowie and Blyth. The venue changes each year rotating through each school. Interschool Sport and SAPSASA participation will be organised as appropriate.

• **STUDENT REPRESENTATIVE COUNCIL (S.R.C.)**
  A Student Representative Council is elected from the student body. All classes are represented. SRC tries to meet fortnightly and the Chairperson, Vice Chairperson, Secretary and Treasurer are elected for the full year while younger students serve for two school terms. SRC has the ability to suggest items, which could improve the school function.

• **TRANSPORT OF STUDENTS**
  If students are to be taken by car for an excursion the parents’ of the child must have given their written consent and all children must be seated according to Australian Road Safety Standards and must wear a seat belt. Teachers should also check to see if the car is currently registered and it must be comprehensively insured.

• **TUCK DAYS**
  Tuck days are held twice a term. They are a fundraiser for the school, where the rostered parents prepare foods (generally what the children do not usually have for their school lunches) and sell at a designated lunch time. Tuck day rosters are organized by the Parent Club and issued at the beginning of the school year.

• **UNIFORMS**
  The school uniform is:
  **Girls:** Blue check dress or skirt, navy shorts, pants or wrap around pleated skirt, red polo shirt, T-shirt and windcheater, navy wide brimmed hat – Terms 1 and 4.
  **Boys:** Navy shorts and pants, red polo shirt, T-shirt and windcheater, navy wide brimmed hat – Terms 1 and 4.
  Polo shirts, T-shirts, windcheaters and check material are available from the front office. Some second hand uniforms are available at the school.
  The sports uniform is:
  **Girls:** Red Blyth polo shirt or T shirt, dark navy wrap around pleated skirt or shorts.
  **Boys:** Red Blyth polo shirt or T shirt, dark navy shorts (no trim or contrast).
  Year 7 students often design and purchase a top to recognise their graduation year.

• **WAKAKIRRI**
  It has become a tradition that the school participates in the Wakakirri story and dance festival every two years. (Currently even years). There is an expectation that every student in the school participates and contributes in some way.

• **WET /INCLEMENT WEATHER POLICY**
  The teacher on duty determines the suitability of the weather. If the rain is only light then children will be asked to shelter until the rain stops. If the weather is more extreme (heavy rain, thunder, strong winds, dust storms) the outside bell will sound, in which case the staff and students will return to their rooms. The “on duty” teacher will organise to ring the siren /bell again for the all clear.
Blyth Primary School
Codes of Cooperation

We want Blyth Primary to be a school where we play by the rules and we are considerate of others. Therefore as a Blyth Primary School student, I will protect my right and the rights of others, to learn and the teacher's right to teach by supporting our school Code of Cooperation. This means I will:

- act in a respectful, friendly, well behaved way towards other people.
- help make Blyth Primary a fun place to be by my welcoming, happy, helpful and caring attitude.
- manage my own behaviour; being as nice a person as I can, using my manners, sharing and being good to others.
- try to learn as best I can

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everyone has a right to be treated fairly and with respect</td>
<td>Treat others in a polite manner. Physical or verbal harassment is not allowed. Respect your own and other's property. Return sports equipment after use. Put rubbish in a bin.</td>
</tr>
<tr>
<td>Everyone has a right to feel safe</td>
<td>No running or playing with sports equipment inside the yellow lines. Be seated while eating lunch. Children need teacher’s permission to be in classrooms. Throw things only in games. No playing in garden areas. Kicking ball games only on the grassed areas. The big oval to be used only with teacher permission. Report any harassment or bullying.</td>
</tr>
<tr>
<td>Everyone has a right to learn without being interrupted.</td>
<td>Stay on task. Participate in lessons. If the siren sounds or the bell rings, go to your room. Arrive at school on time.</td>
</tr>
<tr>
<td>Everyone has a right to solve or manage their differences without violence.</td>
<td>I will manage myself in a calm way. Be courteous and kind and see a teacher if I have a problem I cannot solve.</td>
</tr>
</tbody>
</table>

These rules were accepted by SRC, Staff and parents on 18/05/2009
Reviewed Jan 2012
Blyth Primary School

Consequences

- Time Out of the Yard or Class (10 minutes) or Natural Consequence
- 20 minutes Office Time Out with work after 2 Time Outs ie on the third Time Out automatic Office Time Out. Behaviour note to be sent home. Following a re-entry meeting between the teacher, student and principal, an agreement will be documented stating how the student can be successful as part of the class group.
- Suspension from yard or class activities will automatically follow a 20-minute Office Time Out. Re-entry is dependent upon the completion of specified outcomes. The teacher, student and principal meet to discuss behavioural concerns and document a Behavioural contract. Parents are sent a letter.

A Parent Meeting can be convened at any or each stage of this process, and initiated by any party.

Students will return to the initial step of the process when a Behavioural Contract has been successfully achieved.
Sun Protection Policy

Skin cancer is the most common and costly cancer in Australia. It has been estimated that up to 90 percent of skin cancer could potentially be prevented if people reduced their exposure to the sun. As over exposure to the sun in the first 15 years of life has been consistently identified as a major risk factor for developing skin cancer our Sun Protection Policy involves a broad range of strategies. These all aim to encourage students and school adults to adopt sun protective behaviours in an effort to assist individuals in developing personal responsibility towards protection from the effect of UV radiation.

HAT POLICY
At Blyth Primary School the wearing of broad brimmed hats is compulsory all year round. Students should therefore have access to a broad brimmed hat at school all year round. The school has navy wide brimmed hats and bucket hats for sale. Our hats have a 50+ Ultraviolet Protection Factor (UPF) therefore offer excellent protection for students.

PROACTIVE STRATEGIES
- Students who do not have their hats will be asked to play in an area protected from the sun or wear a spare hat for fitness and excursions.
- School polo shirts are 40+ UPF and have collars and short sleeves.
- Outdoor activities will be scheduled before 10.00 am and after 3.00 pm where practical.
- Outdoor activities are to be conducted in shaded areas when possible.
- SPF 30+ broad-spectrum water-resistant sunscreen will be provided for staff and students and ideally applied 20 minutes before going outside. Sunscreen is available from the classroom teacher. Staff will ensure that sunscreen is not out of date.
- Discussion about skin and ways to protect it from skin cancer will be included in the Health Curriculum.
- Staff modelling Sunsmart behaviour
- Newsletter items referring to parents and caregivers being positive role models
- Requesting parents to wear hats when accompanying children on outings and sporting events.

Endorsed by staff and Governing Council on 17th May 2010
ATTENDANCE
A child who is at least 6 years old but not yet 17 years is of compulsory school age (as of the 01/01/03), irrespective of distance from the school, and is required to be enrolled at a registered government or non-government and must attend school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from school attendance. Once enrolled, children under six years of age and not under compulsion are required to attend school for the entire day school is open for instruction.

ADMISSION POLICY
Children are admitted at the start of the term following their 5th birthday. These children will spend all of their first year in Reception (as per DECS “Early Years of School” policy). Children commencing school at age 5 will be required at school for 4 out of 5 days for a negotiable period of 6 weeks. Transition work will be carried out by the J.P. teacher. Children enrolling in Term 4 will generally spend 5 Terms in Reception. Those enrolling in Term 3, will generally spend 6 terms in Reception. Negotiation between parents, school personnel and where applicable the DECS Guidance Officer will occur for students with high intellectual potential or other special learning needs.

Requests for children to commence school prior to their 5th birthdays will be only addressed using the following process:

- Initial discussion with parents and school personnel
- School personnel will notify the child’s Pre-school of the request, and ask that the child be monitored over a negociated period of time.
- At a collaborative meeting between the family and staff from both the pre-school and school a final decision which best caters for the holistic developmental needs and learning of the child will be made.
- Negotiation between parents, school personnel and where applicable the DECS Guidance Officer will occur for students with high intellectual potential or other special learning needs.

TRANSITION PROCESS
To ensure Reception students at Blyth Primary School have a safe and happy start to their schooling a process similar to the one outlined below will be negotiated with the pre-school centre and families.

In the term prior to their enrolment, two informal and three formal transition visits will occur.

- Week 5- Blyth Primary School Junior Primary teacher will visit the pre-school and familiarize themselves with the setting and introduce themselves to the relevant student/s.
- Week 6- the student/s will visit the Blyth Primary School accompanied by a Pre-school teacher.
- Week 7- the student/s will join their intended class from after lunch until dismissal at 3.30pm.
- Week 8- the student/s will join their intended class from 9.00am until lunch commences at 12.30pm. This includes a recess playtime experience.
- Week 9- the student/s will join their intended class from 9.00am until dismissal at 3.30pm. Student/s will therefore experience both recess and lunch breaks.
- Parent meetings with the teacher and/or principal can be arranged at any stage upon request.
- School tours can be arranged by contacting the school on PH: 88 445 195

Endorsed by Governing Council 17th May 2010
Decision making at the Blyth Primary School is initiated and carried out at different levels.

They include:

The Department of Education and Children’s Services
The Governing Council
The Principal
The Staff
The Students
The Hub Group

This statement is to help make all of the school community aware that there are a variety of personnel involved at the school, and that an avenue exists for all to be involved.

Due to the broad range of decisions made within the school structure, involvement of particular groups and the consultation process will vary. We try to be inclusive in our decision-making, but at times expedience often requires decisions to be made by the executive.

Where decisions need to be made which effect a large range of people then the breadth of consultation will reflect the significance of the decision.

An overview of the groups, their role and reporting structure is included for your information.

Reviewed by Curriculum Committee, Staff and Governing Council 2008